

Belvedere:
Jerry Butler

May 11, 2005

Corte Madera:
Melissa Gill

TO: Executive Committee

Fairfax:
Lew Tremaine

RE: Administrative Set-Up

Larkspur:
Joan Lundstrom

Dear Executive Committee:

Staff is working on numerous administrative efforts to establish TAM as an independent agency. A summary of the efforts and issues follows:

Mill Valley:
Dick Swanson

A. Retirement

Novato:
Pat Eklund

As part of the 18-month work program, TAM retained the services of Gail Papworth to research retirement plan options and assist in the establishment of a retirement plan - MCERA (Marin County Employee Retirement Association) - 1937 Act system or PERS (Public Employee Retirement System).

Ross:
Tom Byrnes

Some of the major criteria that may be considered when choosing a retirement plan follow:

San Anselmo:
Peter Breen

San Rafael:
Al Boro

a) How this correlates with TAM's ability to attract and hire experienced professionals in an industry with a tight labor market and establish itself as an "employer of choice".

Sausalito:
Amy Belser

- In the labor market compensation survey, all of the comparing agencies have PERS retirement plans.
- The ease of transition for potential hires from one agency to another and how their pension may be affected.
- The optional benefits offered to retirees such as disability retirement coverage, death benefits, health benefit coverage, etc.
- The accessibility for employees to the retirement plan.

Tiburon:
Alice Fredericks

County of Marin:
Susan Adams
Hal Brown
Steve Kinsey
Charles McGlashan
Cynthia Murray

b) Associated timelines for negotiations and contract set up associated with each of the retirement plans. These timelines could affect the 18 month work plan.

- Time lapses associated with adoption of a retirement plan could be a factor in the decision by candidates when given an offer of employment.
- Ease and complexity of administration of a retirement plan and how these correlate with existing, or soon to be, business services agreements such as payroll, benefits, etc.

c) Retirement plan costs and any retiree health benefit plans associated with each plan. *Both plans offer variable formulas to choose from and use with the defined benefit formula.* (Age of entry into system X number of service years X highest year-(PERS) or average of last three years-(MCERA).

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- Costs for each of the plans will vary based on the formula chosen (ex. 2% @ 55), age of employee, accredited time in public service, and base compensation which is a percentage of total member payroll determined by an actuarial valuation.

Below is an overview of the points associated with each of these plans and how they may affect and/or support TAM in its 18 month work plan and in the development of the organization's administrative processes and procedures.

Both plans offer parallel formula structures for miscellaneous employees.

1937 Act (MCERA)

Set up with MCERA would not require a contract. Requires a resolution by the TAM Commission and adoption as a new special district by the MCERA Retirement Board.

- Would require Actuarial Study prior to adoption by the TAM Commission– Cost: Approx. \$2,000 per valuation.
- Estimated timeline to finalize adoption is approximately 4 months.
- Would allow reciprocity from PERS with a 180 day (6 month) time stipulation for the employee to complete the transition.
- Handles all health and dental benefit administration for retirees when designated a sub-group of the County of Marin health and dental benefit plans. This adds to overall costs as determined through actuarial study.
TAM can choose to contract with PERS for health benefits for employees and retirees and still participate in a 1937 Act retirement plan but this requires a contract with PERS to administer the plan.

PERS

- Would require Actuarial Study – Cost: approx. \$700 for each actuarial valuation.
- New contracting agencies pay a \$200 administrative fee and \$25 per employee for calculation of prior service.
- Requires a contract with PERS which takes approximately 9-12 months to complete. *A team of representatives' work with TAM to develop retirement plan.*
- Handles all health and dental benefit administration for retirees; easy access available for employees through on-line PERS website.

Recommendation

Staff recommends that the Executive Committee provide direction at this time to staff to pursue contract negotiations and actuarial studies with MCERA (Marin County Employee Retirement Association) or PERS (Public Employees Retirement System), and for the actuarial study identify the benefit formula and annual cost of living adjustment to be used.

B. Employee Health, Dental, Vision Benefits

Gail Papworth is also assisting staff with the evaluation of options for employee benefits. An agreement with the County or PERS is being evaluated and a recommendation will be provided at the next meeting.

C. Section 125 Documents for Benefits to be Tax Exempt

Gail Papworth is also assisting staff with the preparation of legal documents for adoption by TAM that will comply with applicable regulations so that employee benefits can be paid for pre-tax. Documents will be provided at a future meeting.

D. Deferred Compensation Plan

Gail Papworth is also assisting staff with the initiation of a 457 Deferred Compensation Plan with the same provider used by the County of Marin, Nationwide. Documents will be provided at a future meeting.

E. Information Systems Support

Staff has met with County Information Services staff to determine if a service agreement could be provided for computer systems support. Information Services staff has recommended two consultants, one to assist with hardware, network infrastructure, and customer support, the other with email and web hosting. Staff has contacted both consultants and they will provide service proposals for consideration at a future meeting.

F. Accounting and Payroll Services

Staff has met with the Marin County Auditor Controller and they have agreed to provide accounting and payroll services for TAM. An agreement is being developed and will be provided at a future meeting.

G. Real Estate Services for New Office

Staff has met with Marin County Real Estate Division for assistance in locating office space for TAM. They are willing to assist TAM with locating space, lease negotiations, and insuring any facility is ADA compliant. Policy issues to be addressed include:

- Desired Location. The County has space currently leased and is available at 371 Bel Marin Keys, 65 Mitchell Blvd. Real Estate has also identified that 70 San Pablo is available and it may also be suitable. They could also search for new space with some specifics about the type of location desired.
- Size of Space to be provided. 5 employees were identified in the TAM Organizational Analysis. Issues to be addressed are: should space for expansion with additional staff be planned; and what type of meeting space is desired, for example does TAM intend to continue to hold Commission meetings at the Civic Center.

- Commencement. TAM's goal is to have an Executive Director hired with a July 1, 2005 start date. It has not been determined where this person will reside. Is it desired to have the new space ready for them?
- Term. Does TAM prefer a certain lease term?
- Other issues?

Recommendation

Staff recommends that the Executive Committee provide direction to staff at this time regarding the above real estate policy issues.

H. Engineering Services for New Office

Staff has met with the County Capital Improvement Engineering Division and they are willing to assist with space planning and furniture procurement for a new office space.

I. Workers Compensation and Liability Insurance

Gail Papworth is also assisting staff with agreements to provide workers compensation and liability insurance. Agreements will be provided at a future meeting.

J. Preparation of Employee Class Specifications

Carmen Clark is assisting staff in the preparation of draft employee class specifications based on the direction provided at the April 28, 2005 meeting of TAM. They will not be finalized until they are reviewed by the new Executive Director.

K. Personnel Policy and Procedures Manual

Gail Papworth is also assisting staff with the preparation of a Personnel Policies and Procedures Manual and personnel forms. Personnel policies will be provided at a future meeting.

L. TAM Filing System

Nolte has assisted staff with a review of filing systems used by other transportation authorities and a system is being finalized.

L. Other matters

Other matters to be reviewed at future TAM meetings include:

- Whether to continue to use county counsel for legal services or to solicit proposals from private firms
- Whether to hire a firm for state legislative assistance
- Whether to hire a firm for federal legislative assistance

- Whether a financial advisor is needed
- New member orientation

Respectfully Submitted,

Craig Tackabery
Executive Director